

PEACE CORPS VACANCY ANNOUNCEMENT

PROGRAM ASSISTANT / ADMINISTRATION

Peace Corps is seeking qualified applicants for the position of Program Assistant - Administration. This position is a Personal Services Contract for a nine-month period from approximately January 2012 to October 2012.

Position Description: Serves as the primary contact for administrative information, guidance, support and assistance to PC Volunteers; maintains Volunteer records, reports and documentation; ensures that all PC Forms are available for PCV use; supports PCV housing; prepares disbursements, collections, and obligating documents; supports all official travel arrangements; and provides other administrative support as needed. Full position Statement of Work available upon request.

Required Qualifications:

- Education: University Degree in related field.
- Experience: Three years of related work experience.
- Language: Proficiency in oral and written communication in both English and Macedonian; ability to understand, interpret, and communicate complex transactions, policies, procedures, issues and inquiries in both languages. Knowledge of Albanian or other national languages a plus.
- Knowledge: Must have or be able to quickly develop knowledge of the PC Manual, the Volunteer Handbook, ForPost handbook, and other applicable USG rules and regulations pertaining to Volunteer operations.
- Skills and Abilities: Must demonstrate an ability to work effectively under pressure of multiple tasks and deadlines with continuous interruptions from staff, visitors and Volunteers. Must possess and demonstrate high quality written composition, personal organization and time management skills. Must have demonstrated ability to exercise judgment, discretion and professionalism in dealing with PCVs and PCV issues. Must be computer literate and be functional with various software applications including Microsoft Word and Excel.

To Apply: Please submit a cover letter and CV to pcjobs@mk.peacecorps.gov by November 15, 2011.